



**Administrative Regulation**  
**Alternative Work Schedules**

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|------------------------|-----------------|
| <b>Policy #</b>        | 03-01.07        |
| <b>Effective Date:</b> | June 2, 2020    |
| <b>Revision Date:</b>  | N/A             |
| <b>Owner:</b>          | Human Resources |

**Purpose:**

To provide flexibility in work schedules while also meeting the business needs of the City.

**Scope:**

This regulation applies to all employees. Participation in an alternative work schedule is at the sole discretion of the employer.

**Policy:**

Every department may, upon approval of their department director, provide alternative work schedules to employees. Any alternative work schedule must further the City's commitment to excellence in public service and meet the business needs of the department. Possible alternative work arrangements may include, but are not limited to, the following:

1. Compressed work week
2. Flexible working hours (Flextime)
3. Job sharing
4. Reduced work week

Each participating department shall determine which alternative work schedules, if any, are available for employees. Such determinations shall be made based upon the business needs, staffing and coverage requirements, hours of operation, etc. This policy does not apply when the schedule change request is originated by the department for operational or seasonal needs. Short-term schedule changes of less than two weeks do not trigger the requirements of this policy.

**Procedure:**

1. Requesting an Alternative Schedule

1.1. An employee must submit a request for an alternative schedule in writing. The employee's request must show how the following criteria will be met:

- 1.1.1. The alternative schedule will maintain or enhance the employee's work performance.
- 1.1.2. The alternative schedule will sustain internal and external customer service levels.

1.1.3. The alternative schedule will maintain established personnel backup levels and a uniform level of work distribution.

1.1.4. The alternative schedule will conform to the regularly scheduled and/or seasonal departmental needs, meetings, and group projects.

## 2. Management Review

2.1. The City shall respond in writing within fourteen (14) calendar days. If the request is denied, the response must include the reason for denial.

2.2. Approval of alternative work schedules for individual employees will be based upon consideration of the employee's job performance, operating requirements, needs of the department, employee's attendance and timeliness, and any disciplinary issues.

2.3. A position may not be eligible for an alternative work schedule due to program needs or the job duties assigned to the position.

2.4. Probationary employees may be eligible for alternative work schedules.

2.5. All requests including management approval or denial must be sent to Human Resources and will be placed in the employee's personnel file.

## 3. Written Agreements

3.1. Each alternative work schedule agreement shall provide for the specific treatment of holidays to ensure that employees are not afforded holiday pay in excess of the equivalent standard eight (8) hours per holiday.

3.2. An employee working an alternative schedule who is eligible for overtime may not be scheduled to work more than forty (40) hours in any week.

## 4. Termination or Modification of an Alternative Work Schedule

4.1. The City may require the employee to return to the standard work schedule at any time as the needs of the business require or for other work-related reasons, including employee performance.

4.2. Management reserves the right to temporarily revert the schedule to a normal work week or to a special flexible schedule in order to accommodate training, attendance at conferences, other special events, or staff coverage needs.

4.3. The approved schedule may not be modified or terminated without a new written agreement. Established alternative work schedule changes will normally only be changed after fourteen (14) days written notice or sooner on mutual agreement.

## **Definitions**

1. “*Compressed Work Week*” is when an employee works full time in non-standard days/hours (e.g. 4-10's).
2. “*Flexible Working Hours (Flextime)*” is when an employee has varying arrival and departure times. Flexible working hours must meet business needs, including "core" working hours when the employee is at work (e.g. 9:00 am - 3:00 pm). Flexible work schedules must equal forty (40) hours per week for a full-time employee.
3. “*Job Sharing*” is when two part-time employees divide the responsibility and hours of a full-time job. Note: This arrangement will require department and Human Resources approval for the initial change to position full-time equivalents (FTEs).
4. “*Reduced Work Week*” is when an employee works less than full time for a period of time as determined appropriate for business needs. Note: Public Employee Retirement System (PERS) contributions, accruals, and other employee benefits may be impacted due to reduced hours. Note: This arrangement will require department and Human Resources approval for the initial change to position full-time equivalents (FTEs).

## **Resources:**

1. [Americans with Disabilities Act \(ADA\) Administrative Regulation \(03-07.02\)](#)
2. [Grievance: Non-Union Administrative Regulation \(03-08.02\)](#)
3. Telework Administrative Regulation (Pending)

**CREATION (Original):**

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|--|--|---------------|--------------|
| This administrative regulation is in effect as of the date of my signature. I authorize the Human Resource Director to modify the history and resources sections and header, footer, and numbering without my reauthorization. The administrative regulation remains in effect should these revisions occur. |  |               |              |
| <b>Approved By:</b>  | Nancy Newton, City Manager               | <b>Dates:</b> | June 2, 2020 |
| <b>Author:</b>   | Chaim Hertz, Director of Human Resources |               |              |
| <b>Responsible Party:</b>  | Human Resources                          |               |              |
| <b>Replaces:</b>   | N/A – New Policy                         |               |              |

**PERIODIC REVIEW:**

|                  |  |              |  |
|------------------|--|--------------|--|
| <b>Reviewer:</b> |  | <b>Date:</b> |  |

**REVISIONS:**

|                    |                                   |  |              |
|--------------------|-----------------------------------|--|--------------|
| Version<br><br>#2: | <b>Responsible Party:</b>         |  |              |
|                    | <b>Revised By:</b>                |  |              |
|                    | <b>Approved By:</b>               |  | <b>Date:</b> |
|                    | <b>Reason/Summary of Changes:</b> |  |              |